

BLM IT Mission Needs Statement (MNS) Template

MISSION NEEDS STATEMENT	
MNS 1. Administrative Information	
Investment Name	
Point of Contact	
Originator	
Originator Organization	
Originator Phone	
Program Area	
Is there a sponsor or owner for this investment? Please provide name and contact information.	
Has the Sponsor reviewed and approved the submission of this Mission Needs Statement?	
Submission Date	
MNS 2. Impact on BLM Mission Areas	
How does this investment support your agency's mission and strategic goals and objectives?	
MNS 3. Needed Capability	
Describe the functional capability needed or technological opportunity. Describe needed capability in terms of functions to be performed or services to be provided. Cite any Congressional, Secretary, or other high-level direction, such as international agreements, to support the needed capability. Cite any statutory or regulatory authority for the need. Provide validated growth projections based on operational analysis.	
This is not a description of an acquisition program (e.g., this is not the details of a particular hardware or software solution). Do not describe needed capability in terms of a system or solution but rather focus on the business or mission aspects.	

MNS 4. Current and Planned Capability
Describe quantitatively the capability of systems, facilities, equipment, or other assets currently deployed or presently planned and funded to meet the mission need. Where applicable, use tables to present the information. If this Mission Need Statement proposes to replace an existing investment, provide existing system name and OMB number. References should be made to the existing architecture and asset inventory. Provide back up data in attachments.
MNS 5. Capability Shortfall
Describe the capability shortfall and explain the performance analysis that was used to identify and quantify the extent of the shortfall over time. Define the ability of the current technology to meet the business requirements in support of the mission. Identify changes between current state and future state of technology, and provide recommendations for closing gaps between the two. Define, in detail, the specific limitations of current facilities, equipment, or service to meet projected demand and the needed capability. Explain the criteria used to measure performance. Include appropriate graphs, tables, and formulas to define the extent of the shortfall. Identify databases and other data sources upon which the analysis is based. Identify models and methodologies used to quantify the shortfall. Alternately, describe the technological opportunity in terms of improved BLM productivity, facility availability, operational effectiveness, or improved efficiency. In attachments, explain the analysis used to quantify the magnitude of the opportunity, and identify and describe databases, models, and methodologies used to support the analysis. Provide specific operational and performance analyses, quantitative projections, maintenance indicators, reports, recommendations, or other supporting data, as attachments.
MNS 6. Impact of Not Approving Mission Need
Describe the impact if this capability shortfall is not resolved relative to the BLM's ability to perform mission responsibilities. Define the expected change in mission performance indicators if the capability shortfall is not resolved. Include as attachments appropriate graphs, tables, and formulas used to quantify the impact on performance. Identify databases, other sources of data, models, and methodologies used to support the impact analysis. Explain performance analyses used to quantify the impact of not implementing the opportunity, and identify the external factors (such as validated growth projections) used to support the analysis.
MNS 7. Benefits

How will this investment reduce costs or improve efficiencies?

Summarize the mission analysis determination of benefits. Describe the benefits accrued by the needed capability or technological opportunity. Benefits may accrue from more efficient operations, improved responsiveness to customers, lower operational costs, or other savings.

The summary of accrued benefits should describe ground rules and assumptions, benefits, estimating methods, sources, and models. Include as attachments appropriate graphs, tables, and formulas used to quantify the benefits.

MNS 8. Timeframe

Identify when the capability shortfall will seriously affect the Bureau's ability to perform its mission if no action is taken. Establish when action must be taken to avoid the adverse impact on services that will result. Explain the performance analysis used to quantify the extent of the impact over time. Discuss the linkage to budget decisions. Explain how long it will take to study, develop, and implement the investment. In general terms, discuss not just when it is needed, but when it can get done.

MNS 9. Criticality

State the priority of this mission need relative to other Bureau needs. First, define the priority of this need relative to other needs within the mission area, and then define the priority relative to needs across all mission areas. Characterize whether the mission need identifies internal BLM capability shortfalls or mainly shortfalls in servicing the customer community.

MNS 10. Long Range Resource Planning Estimate

Provide a rough estimate of the resources that will likely be committed to this mission need in competition with all others and achieved in the constraint of realistic projections of future budget authority.

MNS Bureau ITIB Decision

ITIB Decision	
Bureau ITIB Decision Date	